federal register

TUESDAY, MARCH 16, 1976

PART V:

FEDERAL ELECTION COMMISSION

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SHORT FORM FOR REPORTING

Proposed Form

FEDERAL ELECTION COMMISSION

[Notice 1976-21]

SHORT FORM FOR REPORTING

Proposed Form

The Federal Election Commission publishes for public comment a sample form to be used by candidates and political committees in reporting receipts and expenditures under the Federal Election Campaign Act of 1971, As Amended. This SHORT FORM may only be used by Candidates and Principal Campaign Committees who have gross receipts or expenditures which do not exceed $50,000 per election. The period of public comment will extend through March 22, 1976. Comments should be addressed to the Assistant Staff Director for Disclosure and Compliance, Federal Election Commission, 1325 K Street NW., Washington, D.C. 20463.

The Commission notes that the 1974 amendments to the Federal Election Campaign Act have occasioned significant changes in the form heretofore used. Every effort has been made by the Commission to keep the new form simple and comprehensible. Nonetheless, potential users should examine the form carefully with a view to improving it yet further. As has been the case with the publication of earlier Commission proposals, the Commission will wlecome all comment and criticism, and will take such communications into consideration in revising the form in final edition.

Dated: March 8, 1976.

NEIL STAEBLER,
Vice Chairman for the Federal Election Commission.

FEC SHORT Form 6
March 1976
Federal Election Commission
Washington, D.C. 20463

SHORT FORM
Report of Receipts and Expenditures for a Candidate or Principal Campaign Committee

(To be used only in campaigns in which gross receipts or expenditures do not exceed $50,000 per election.)

1. _____ 2. I.D. # _____
Name of Candidate or Committee (in full)

_____ 3. _____ _____
Address (number and street) Office Sought State/District

_____
City, State, and ZIP Code

4. Type of Report
- ☐ April 10 Report
- ☐ July 10 Report
- ☐ October 10 Report
- ☐ January 31 Report
- ☐ Tenth Day Pre-Election Report
- ☐ Thirtieth Day Post-Election Report

Check if appropriate
- ☐ Amended filing
- ☐ Termination Report

SUMMARY OF RECEIPTS AND EXPENDITURES

5. Covering Period _____ through _____

	This period	Calendar year to date
6. Cash on Hand January 1, 197_		_____
7. Cash on Hand at beginning of reporting period	_____	
8. Receipts		
Itemized (use schedule 6A)	_____	
Unitemized	_____	
(Sales and Collections — memo entry of funds included above $ _____ (use schedule 6D))		
Total Receipts	_____	_____
9. Expenditures		
Itemized (use schedule 6B)	_____	
Unitemized	_____	
Total Expenditures	_____	_____
Net Expenditures (Total Expenditures less loan repayments, rebates, refunds, transfers out)	_____	_____
10. Cash on Hand at close of reporting period	_____	
11. Debts and obligations owed to the committee (use schedule 6C)	_____	
12. Debts and obligations owed by the committee (use schedule 6C)	_____	

I certify that I have examined this Report, and to the best of my knowledge and belief it is true, correct and complete.

_____ _____
(Date) (Signature of Treasurer for committee report, Signature of Candidate for candidate report)

Note: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §441. (text on reverse side of form)

Title 2 U.S. Code

§441. Penalties for violations

(a) Any person who violates any of the provisions of this chapter shall be fined not more than $1,000 or imprisoned not more than 1 year, or both.

(b) In case of any conviction under this chapter, where the punishment inflicted does not include imprisonment, such conviction shall be deemed a misdemeanor conviction only.

Schedule 6A
March 1976
Federal Election Commission
1325 K Street, N.W.
Washington, D.C. 20463

Itemized Receipts, Contributions, Loans, Rebates, and Transfers

(Indicate the type for each entry)
(see Instructions on back)

Page ____ of ____ Pages

Name of Candidate or Committee in full

Full Name, mailing address and ZIP code	Indicate type of receipt ☐ contribution ☐ interest or dividend ☐ loan ☐ rebate, refund ☐ transfer in	Date (month, day, year)	Amount of each receipt this period
Principal place of business	Occupation ☐ Check if contributor is self employed Receipt for ☐ primary ☐ general Aggregate Year-to-Date ..... ▷ $		
Full Name, mailing address and ZIP code	Indicate type of receipt ☐ contribution ☐ interest or dividend ☐ loan ☐ rebate, refund ☐ transfer in	Date (month, day, year)	Amount of each receipt this period
Principal place of business	Occupation ☐ Check if contributor is self employed Receipt for ☐ primary ☐ general Aggregate Year-to-Date ..... ▷ $		
Full Name, mailing address and ZIP code	Indicate type of receipt ☐ contribution ☐ interest or dividend ☐ loan ☐ rebate, refund ☐ transfer in	Date (month, day, year)	Amount of each receipt this period
Principal place of business	Occupation ☐ Check if contributor is self employed Receipt for ☐ primary ☐ general Aggregate Year-to-Date ..... ▷ $		
Full Name, mailing address and ZIP code	Indicate type of receipt ☐ contribution ☐ interest or dividend ☐ loan ☐ rebate, refund ☐ transfer in	Date (month, day, year)	Amount of each receipt this period
Principal place of business	Occupation ☐ Check if contributor is self employed Receipt for ☐ primary ☐ general Aggregate Year-to-Date ..... ▷ $		
Full Name, mailing address and ZIP code	Indicate type of receipt ☐ contribution ☐ interest or dividend ☐ loan ☐ rebate, refund ☐ transfer in	Date (month, day, year)	Amount of each receipt this period
Principal place of business	Occupation ☐ Check if contributor is self employed Receipt for ☐ primary ☐ general Aggregate Year-to-Date ..... ▷ $		
Subtotal of receipts this page ..... ▷			$
Total this period (last page this line number only) ..... ▷			$

Instructions for Preparing Schedule 6A

This schedule is to be used to itemize any receipt during the reporting period in an amount in excess of $100 or any receipts from a single source whose total receipts to date (aggregate) during the calendar year are in excess of $100. This schedule should be used to itemize contributions, interest or dividends, loans, rebates or refunds received, and transfers in from other political committees.

Each itemized receipt should give the full name, mailing address, occupation and principal place of business of each person giving such funds. If a receipt is from a partnership, the identifying data for all partners must be included. If a receipt is a loan, the identifying data for all lenders, and endorsers must be included.

Each itemized receipt should be checked in the boxes provided, as to its type. A receipt could be a contribution, interest or dividend, a loan, a refund or rebate, or a transfer in from another political committee.

Each itemized receipt should be allocated to a specific election, and the appropriate box checked. The legal limitations on contributions apply per election, and contributions not allocated which exceed the limit for one election may appear to be a violation of the law.

The date and amount of each receipt(s) during this period should be entered in the appropriate columns.

Receipts from a single source which result in an aggregate year-to-date total exceeding $100, should be itemized and the sum of the receipts in this calendar year should be entered in the "aggregate year-to-date" box.

Schedule 6B

March 1976
Federal Election Commission
1325 K Street, N.W.
Washington, D.C. 20463

Itemized Expenditures, Loan Repayments, Refunds of Contributions, and Transfers

(indicate the type for each entry)
(see Instructions on back)

Page _____ of _____ Pages

Name of Candidate or Committee in full

Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Full Name, mailing address and ZIP code	Type of Expenditure ☐ operating ☐ loan repayment ☐ refund of contribution ☐ transfer out Purpose of Expenditure	Date (month, day, year)	Amount of each expenditure this period
Subtotal of expenditures this page ▶			$
Total this period (last page this line number only) ▶			$

Instructions for Preparing Schedule 6B

This schedule is to be used to itemize any expenditure during the reporting period in an amount in excess of $100 or any expenditures to a single source whose total expenditures to date (aggregate) during the calendar year are in excess of $100. This schedule should be used to itemize operating expenditures, loan repayments, refunds of contributions and transfers out to other political committees.

Each itemized expenditure should give the full name, mailing address, occupation and principal place of business of each person receiving such funds.

Each itemized expenditure should be checked in the boxes provided, as to its type. An expenditure could be an operating expenditure, a loan repayment, a refund of a contribution, or a transfer to another political committee.

The date and amount of each expenditure(s) during this period should be entered in the appropriate columns.

Expenditures to a single person or organization which result in an aggregate year-to-date total exceeding $100, should be itemized and the sum of the expenditures in this calendar year should be entered in the "aggregate year-to-date" box.

Schedule 6C
March 1976
Federal Election Commission
1325 K Street, N.W.
Washington, D.C. 20463

Debts and Obligations

(see Instructions on back)

Page _____ of _____ Pages

Name of Candidate or Committee in full

Full Name, mailing address and ZIP code	Date (month, day, year)	Amount of Original Debt, Contract, Agreement, or Promise	Cumulative Payment To Date	Outstanding Balance at Close of This Period
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
Subtotals this period this page ▶		$	$	$
Total this period (last page only) ▶		$	$	$

*Carry outstanding balance only to appropriate line of summary.

Instructions for Preparing Schedule 6C

Debts and Obligations Owed to the Committee.—This is an itemized account of debts and obligations owed to the reporting committee at the close of the reporting period. Give the full name and mailing address of each debtor, together with the amount, date, nature of each transaction, cumulative payment(s) received to date, and the outstanding balance at the close of the reporting period. These debts and obligations shall continue to be reported on each subsequent report until extinguished. (Sec. 434(b)(12).)

Debts and Obligations Owed by the Committee.—This is an itemized account of debts and obligations owed by the reporting committee at the close of the reporting period. Give the full name and mailing address of each creditor, together with the amount, date, nature of each transaction, cumulative payment(s) made to date, and the outstanding balance at the close of the reporting period. Accounts payable, in amounts of $500 or less, need not be disclosed until outstanding for 60 days or more. Debts and obligations shall continue to be reported on each subsequent report until extinguished. (Sec. 434(b)(12).)

Schedule 6D

March 1976
Federal Election Commission
1325 K Street, N.W.
Washington, D.C. 20463

Memo Entry of Sales and Collections

(see Instructions on back)

Page ____ of ____ Pages

Name of Candidate or Committee in full

Total Proceeds during the Reporting Period:

1 Sale of tickets (List by event below)* ..... $ _____
2 Mass collections (List by event below) ..... $ _____
3 Sale of Items ..... $ _____
4 Total (Carry forward to appropriate line of summary) ..... $ _____

List of Sales and Collections by Event

Type of Event	Date of Event (month, day, year)	Amount from Sale of Tickets this Period*	Amount from Mass Collections this Period
		$	$
Subtotal this period this page ..... ▶	$	$	$
Total this period (last page only) ..... ▶	$	$	$

Instructions for Preparing Memo Schedule 6D

Funds Received from Sales and Collections.—This is an account of proceeds during this reporting period from (1) the sale of tickets to each dinner, luncheon, rally, or other fund-raising event; and (2) mass collections made at each such event, and (3) the sale of items such as political campaign pins, buttons, literature and similar materials. Such proceeds shall be reported in the total amount. Ticket sales and mass collections must be listed by each event, giving the date and type of event and the amount of proceeds collected. Sales to any individual in an amount in excess of $100 during this reporting period or in an aggregate amount in excess of $100 within the calendar year must be itemized on Schedule A. (Sec. 434(b)(6).)

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